

National Aeronautics and  
Space Administration  
**Headquarters**  
Washington, DC 20546-0001



April 6, 2006

Reply to Attn of: **Headquarters Career Management Division**

**TO:** Officials-in-Charge of Headquarters Offices

**FROM:** Acting Assistant Administrator for Infrastructure and Administration

**SUBJECT:** Call for NASA Employees to Become Mentors for the NASA  
Headquarters Multidimensional Mentoring Program

The NASA Headquarters Corporate Training Office and the Career Management Division are pleased to issue a call for Mentors for the 2006-2007 Program. The purpose of the mentoring program is to provide an opportunity for all NASA Headquarters employees to benefit from developing a mentoring relationship or adding structure to an existing one. Mentoring provides advice and guidance, assists in the preparation for succession planning and overall mentoring is integral to one's career development. The mentoring program also:

1. Creates opportunities for frequent and open interaction between employees at different organizational levels;
2. Provides relationship-building activities to share organizational knowledge, and;
3. Serves as a vehicle for transferring technical as well as formal and informal organizational knowledge.

The Headquarters 2006-2007 Mentoring Program is a voluntary 1-year program that begins with the systematic matching of mentors and mentees. See enclosure regarding Situational Mentoring which does not require a 1-year commitment. The program is tailored and flexible for all employees to participate. There is an orientation session for all mentors, mentees, and mentees' supervisors scheduled for May 25, 2006, from 9:00 a.m. to 12 noon in room 3P44.

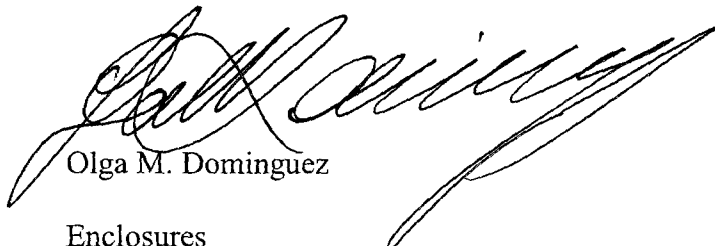
For a successful program, mentors must:

1. Meet at least 2-4 hours a month with their mentee.
2. Attend formal mentoring training.
3. Share organizational insight.
4. Act as a sounding board for mentees' ideas and concerns.
5. Expand mentees' networks.
6. Assist mentees in setting developmental goals.
7. Provide developmental feedback.
8. Accompany mentees to one face-to-face meeting with mentees' supervisors.
9. Give feedback on mentoring program progress and design.

If you are a current mentor who wish to serve again, contact The Training Connection at <jcunninghamTTC@comcast.net> and they will transfer your information and issue you a new User ID and Password. If you are interested in becoming a mentor, sign up on-line at the Mentoring Connection Web Page at <<http://www.mentoringconnection.com>> and follow the steps below:

The first screen provides a brief introduction to The Mentoring Connection and offers you an opportunity to sign-up on-line. Click on the Sign-Up button and enter your demographic data. Please note your Group ID is: NASAHQ2006. After you have completed your Personal Profile, the next screen you will see is the application notification. Click OK and respond to all questions to the best of your ability. Please print a copy of your application to obtain your supervisor's signature and mail to Sherry McAllister, Headquarters Career Management Division, 3Q53. Your responses will help us suggest suitable mentoring matches. Application forms are due by May 12, 2006. For further information, please contact Ms. McAllister on 358-1633 or <[sherry.l.mcallister@nasa.gov](mailto:sherry.l.mcallister@nasa.gov)>.

We encourage all members of our civil service workforce to commit to full participation in this and other Headquarters programs that have a mentoring component (Professional Administrative Intern Program (PAIP), Senior Executive Service Candidate Development Program (SESCDP), and the Leadership Alchemy Program (LAP). Employee participation in mentoring programs enables Headquarters to reach its full organizational potential and cultivates a learning environment. Please distribute this memorandum to all your employees, and encourage your managers, supervisors, and leaders to become mentors and/or mentorees.



Olga M. Dominguez

Enclosures

## 2006-2007 Schedule of Mentoring Training

Program Orientation	9 – 12 noon	May 25, 2006	3P44
Participants complete matches		June 9, 2006	
Dynamic Mentoring Connection Training	9-4 p.m.	June 27-28, 2006	3P44
Return 360 Assessment		July 14, 2006	
Mentor-the-Mentor Tune Up I,	11:30-1:30	July 26, 2006	3P44
Success Triangle Debriefs,	9:00-4:30	August 2-3, 2006	3P44
Mentoring Action Plan Due		September 1, 2006	
Mentor-the-Mentor Tune Up II,	11:30-1:30	October 26, 2006	3P44
Mid-Point Energizer,	8:30-11:30	November 29, 2006	3P44
Mentor-the-Mentor Tune Up III,	11:30-1:30	January 31, 2006	3P44
Mentor-the-Mentor Tune Up IV,	11:30-1:30	April 26, 2007	3P44
Close Out: End of Program Review,	9:00-2:00	May 24, 2007	3P44